

## TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

February 26, 2019

8:30 A.M.

BorgWarner Room  
Tompkins County Public Library

**PRESENT:** M. Abdelrehim, I. Burbank, D. Burrows, L. Dillon, B. Forrest, K. Franzese, T. Geisenhof, A. Iles, K. Kephart, J. Lance, P. Levesque, H. McDaniel, B. Nugent, S. Pronti, J. Sammons, M. Stazi, J. Tavares

**EXCUSED:** A. Bishop, K. Kersey, J. Matteson, O. Montague

**EX-OFFICIO:** T. Carlson

**GUESTS:** N. Eschler, TST BOCES; C. Harris, NYSDOL

**STAFF:** J. Mattick, D. Achilles

### CALL TO ORDER

Chairman Pronti called the meeting to order at 8:46 a.m. and introductions followed.

### BOARD ACTION ITEMS

#### APPROVAL OF MINUTES – December 11, 2018

It was Moved by Ms. Stazi, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to approve the minutes of December 11, 2018 as written.

#### APRIL 2019 WDB RETREAT PLANNING

Ms. Mattick is finalizing the plans for retreat on April 23, 2019 from 8:30 a.m. to 1:00 p.m. It will be facilitated by Melinda Mack, Executive Director, New York Association of Training and Employment Professionals. Ms. Mattick's presentation will set the stage for Retreat planning on Labor Market Update.

Ms. Mattick provided an overview of statistics on trends in the workforce, unemployment, salaries per career title and commutation in Tompkins County. Many discussions about how to get up to date statistics, goals for the retreat and how to prioritize what needs to happen in the workforce. A copy of her presentation is included in the minutes.

Mr. Sammons left at 9:48 a.m.

### COMMITTEE REPORTS

#### EXECUTIVE COMMITTEE

Mr. Pronti reported the Executive Committee discussed Ms. Mattick's performance evaluation with Mr. Molino, County Administrator. The Executive Committee discussed the upcoming Board Retreat on April 23, 2019 and what needs to be accomplished. There was also discussion regarding increasing board engagement. other ways there are for the Workforce Development Board to get together.

#### ONE STOP OPERATIONS COMMITTEE

No report.

## **YOUTH OVERSIGHT COMMITTEE**

Ms. Nugent reported that the SYEP proposals were due last Friday, February 22, 2019 and that the Youth Oversight Committee is being the process of reviewing them.

## **SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE**

Ms. Mattick reported that the committee met in January and Ms. McLaughlin, Disability Resource Coordinator, Tompkins Workforce New York spoke about the Disability Employment Initiative and youth's in the labor force. The committee will be discussing TST BOCES partnership with the Yang Ten Institute at Cornell University.

## **GOVERNANCE AND MEMBERSHIP COMMITTEE**

No report.

## **WDB DIRECTOR/CAREER CENTER UPDATE**

Ms. Mattick reported that TC3 has begun a strategic planning effort. Part of their process includes a community survey that it would be great if all board members completed it. The deadline is Friday March 1, 2019. Ms. Mattick will send out a link to the survey to all board members.

Ms. Mattick reported that Ms. Luu has taken a position at Newfield Central School and Ms. Achilles has taken her position. Ms. Luu is still working 4 to 5 hours a week to help train Ms. Achilles.

## **CAREER CENTER MANAGER REPORT**

Ms. Carlson reported that the Career Center is almost fully staffed. Ms. Carlson is hoping to fill the Youth Program position today February 26<sup>th</sup> or tomorrow February 27<sup>th</sup>. A2D program is up and running, marketing in community and training scheduled (2 in April, 1 in May and 2 in June.)

Ms. Mattick reported that the Career Center is using Metrix, an online training program to get customers training and credentials in a profession. The Career Center is working with community agencies to use Metrix to train customers. There will be demonstration of Metrix for many community agencies on April 1<sup>st</sup>.

Ms. Carlson reported that there was a non-profit job fair today February 26<sup>th</sup> in the Borg Warner Conference Room – Tompkins County Public Library. There are many employers with job openings.

## **ADJOURNMENT**

The meeting adjourned at 10:03 a.m. The next meeting is scheduled for Tuesday, March 19, 2019 at 8:30 a.m. in the BorgWarner Room at the Tompkins County Public Library.

Minutes prepared by Diane Achilles.